



*Embassy of the United States of America  
Port of Spain, Trinidad and Tobago*

**INSTRUCTION PACKAGE FOR IMMIGRANT VISA APPLICANTS**

Dear Visa Applicant,

We have received approval to start processing your immigrant visa application. To prepare for your interview appointment with a consular officer, please read and carefully follow the instructions below.

**STEP ONE:** Complete the online [Immigrant Visa Electronic Application \(DS-260\)](#) for each member of your family who plans to immigrate with you. Please retain each confirmation page and number (under the barcode).

**STEP TWO:** Obtain the documents on the Application Document Checklist (Section I) that apply to your case. Do not send the documents to this office; bring them with you to your scheduled interview.

**STEP THREE:** As soon as you have obtained ALL the applicable documents on the following checklist required to process your case, you must notify our office by email or mail:

Email to: [ptsiv@state.gov](mailto:ptsiv@state.gov)

or

Mail to: Embassy of the United States of America  
Consular Section, Immigrant Visa Unit  
15 Queens Park West, Port of Spain, Trinidad

When writing the Immigrant Visa unit, please include the following in your correspondence:

- PTS case number
- DS-260 confirmation number
- Name of petitioner
- Name of the principal applicant.

Only after receiving notification from you that your documents are ready will we be able to schedule your appointment. Once you have all the required documents in your possession and you have contacted us we will schedule your interview appointment.

For further information please visit [trinidad.usembassy.gov](http://trinidad.usembassy.gov) or [usvisas.state.gov](http://usvisas.state.gov).

## IMMIGRANT VISA INSTRUCTIONS

Please carefully read the following instructions so you may be prepared for your Immigrant Visa (IV) interview at U.S. Embassy, Port of Spain. IV applicants should have ALL the following documents ready to submit at the time of the visa interview. Your application will be delayed if you fail to bring any of the required documents. You are responsible for ensuring that all documents are available at the time of the interview. Failure to bring all required documentation to the interview may result in a delay in visa issuance or a visa refusal.

### I. APPLICATION DOCUMENT CHECKLIST

- ☐ **VISA APPLICATION CONFIRMATION PAGE (DS-260):** Complete an Immigrant Visa Electronic Application (DS-260) for each member of your family who plans to immigrate with you. Please retain each confirmation page and number (under the barcode). Complete the form online: <https://ceac.state.gov/iv>.
- ☐ **VISA PHOTOS.** You must submit two (2) color photographs for yourself and for each member of your family who plans to immigrate with you; one for the visa and one for the medical report. Size and format specifications must be strictly observed: Photos should measure 2 by 2 inches (roughly 50 mm square) with a white background and the head centered in the frame. Please find detailed instructions on our website: <http://travel.state.gov/content/visas/english/general/photos.html>
- ☐ **PASSPORT(S):** You must have a passport valid for at least six (6) months, for yourself and each member of your family who plans to immigrate with you. Each passport must have at least six months validity beyond the issuance date of the visa. You must submit all previous passports for yourself and each member of your family who plans to immigrate with you.
- ☐ **BIRTH CERTIFICATE(S):** Original and one copy for you and each member of your family who plans to immigrate with you. For Trinidad & Tobago birth certificates, you must have the computerized birth certificate.
  - In cases where only one parent of minor child (under 18 years) is immigrating and the father's name is on the birth certificate, please provide one of the following: Original custody order in favor of immigrating parent, original consent letter notarized by Commissioner of Affidavit from non-immigrating parent, non-immigrating parent present at interview with identification, or death certificate from non-immigrating parent.
  - In cases where birth certificates, passports, or other civil documents have name variations, baptismal certificates, birth affidavits, deed polls showing name changes may be required.
- ☐ **MARRIAGE CERTIFICATE** (if applicable): Original and one copy of the principal applicant's and petitioner's marriage certificates.
- ☐ **PROOF OF TERMINATION OF A PRIOR MARRIAGE** (if applicable): If your marriage(s) ended by divorce, annulment, disappearance or death of the spouse, legal and/or civil documentation must be presented attesting to the termination of each of your prior marriages, including for the petitioner. Acceptable evidence includes a final divorce decree, death certificate, or annulment.
- ☐ **POLICE CERTIFICATES:** Applicants aged 16 years and older must present police certificates from their country of nationality or residence (except for the United States) where he or she has resided for six months or longer. Police certificates are also required from all other countries not

of the applicant's nationality where they have resided for one year or more. Applicants who have been arrested for any reason must submit police certificates regardless of age.

- ❑ **COURT AND PRISON RECORDS:** Applicants who have been arrested, charged or convicted of a crime must present copies or transcripts of court or prison records relating to the crime or offense.
- ❑ **MILITARY SERVICE RECORDS:** Applicants who served in the military should present certified copies of their military service records.
- ❑ **PROOF OF RELATIONSHIP** (as appropriate): It is highly advisable to bring photos of petitioner and beneficiary together, letters to one another, phone bills, airplane tickets, emails, etc. in order to better establish a bona fide relationship.
- ❑ **EVIDENCE OF FINANCIAL SUPPORT:** Applicants must provide evidence that they will not become public charges (that is, dependent on government welfare and assistance). Please bring the applicable form below, completed by the petitioner and/or sponsor, with the supporting information:
  - **Form I-864 Affidavit of Support**, for most visa applicants, complete with copies of the sponsor's most recent U.S. Federal income tax return (Form 1040), wage statements (Form W-2s), and a copy of the sponsor's U.S. passport, birth certificate, Naturalization Certificate, or Legal Permanent Resident Card. The petitioner must provide an Affidavit of Support even if he/she does not derive any income and you have a joint sponsor.  
Download Form I-864 and instructions at <http://www.uscis.gov/i-864>
  - Some applicants may file Form I-864EZ. Please see the instructions to see if you qualify: <http://www.uscis.gov/i-864ez>
  - **Form I-134 Affidavit of Support**, for diversity visa, returning resident, and employment based derivative visa applicants, complete with copies of the sponsor's most recent U.S. Federal income tax return (Form 1040), wage statements (Form W-2s), and a copy of the sponsor's U.S. passport, birth certificate, Naturalization Certificate, or Legal Permanent Resident Card. The petitioner must provide an Affidavit of Support even if he/she does not derive any income and you have a joint sponsor.  
Download Form I-134 and instructions at <http://www.uscis.gov/i-134>
  - The duly completed Affidavit of Support must be submitted with an original signature.
- ❑ **PROOF OF DOMICILE:** The law requires that sponsors be domiciled (live) in any of the States of the United States, the District of Columbia, or any territory or possession of the United States. Please note that Federal law prohibits a joint sponsor from sponsoring an immigrant when the petitioner does not have a domicile in the United States. The petitioner must first meet all the requirements for being a sponsor (age, domicile, legal permanent residence status, and/or citizenship) before a joint sponsor will be considered. Domicile is a complex issue and must be determined on a case by case basis. To qualify as a sponsor, a petitioner who is residing abroad must have a principal residence in the U.S. and intend to maintain that residence for the foreseeable future. Lawful permanent resident (LPR) sponsors must show they are maintaining their LPR status. If you are concerned that domicile might be an issue for your application, please provide sufficient proof of any documents to show that the petitioner's domicile is in fact the United States, the District of Columbia, or any territory or possession of the United States.

- ❑ **TRANSLATIONS:** All documents not in English must be accompanied by certified English translations. The translation must include a statement signed by the translator that states that the: 1) translation is accurate, and 2) the translator is competent to translate.
- ❑ **DEPARTMENT OF HOMELAND SECURITY (DHS) DOCUMENTS:** If you have applied for any benefit, such as a change of status, adjustment of status, or asylum, before United States Citizenship and Immigration Services (USCIS), or have been the subject of any enforcement proceedings, such as deportation or removal proceedings, by the Immigration and Customs Enforcement (ICE), please bring all documents pertaining to such matters with you to the interview.
- ❑ **DIVERSITY VISAS APPLICANTS** (if applicable): Proof of education or work experience. You must have either (a) successfully completed at least high school (a minimum of 5 CXC passes in Trinidad and Tobago) or its equivalent or (b) have two years of work experience within the past five years, in an occupation requiring at least two years' experience.

## II. IMMIGRANT VISA FEE PAYMENT INFORMATION

Immigrant visa application fees may be paid in cash or major credit cards (Visa or MasterCard) but **NOT** by check or LINX cards at the Embassy's consular cashier, except if these have not been paid to the National Visa Center (NVC) in the U.S. Payments at the Embassy may be in U.S. or Trinidad and Tobago Dollars at the prevailing Embassy exchange rate. Each applicant, regardless of age, will require a separate fee payment. Fees are non-refundable for applications submitted and processed. Immigrant visa applicants **DO NOT** pay this fee at Scotia Bank. For more information on visa application fees please see: <http://travel.state.gov/content/visas/english/fees/fees-visa-services.html>

## III. IMPORTANT NOTICES

- Your medical exam must be conducted by one of the Embassy's panel physicians. You will receive information about your medical exam with your appointment letter. Please see [trinidad.usembassy.gov](http://trinidad.usembassy.gov) for further information about our panel physicians. Please bring your exam results to your interview.
- You should notify the Embassy's Immigrant Visa Unit immediately at [ptsiv@state.gov](mailto:ptsiv@state.gov) if any of the circumstances apply to your case:
  - There have been births, deaths or adoptions in your family;
  - You or any of your dependents have married, or had a marriage terminated;
  - Your petitioner or beneficiary has died;
  - For employment-based cases, your job offer has been cancelled or there has been a change of petitioner;
- You should include with your notification supporting documents such as marriage, birth or death certificates. Children under the age of 21 and who are unmarried are entitled to derive immigration benefits from their parents in the family-sponsored (F), employment-based (E) and other special immigrant visa categories. This benefit is not available to applicants with immediate relative (IR) visa petitions. Under U.S. immigration law, when a derivative beneficiary marries or turns 21 years old before an immigrant visa is issued or before he/she is admitted into the U.S., any immigration benefits as a "child" terminate. In order for these individuals to qualify for immigration benefits again, a petition would have to be filed on their behalf with the USCIS.

- The Child Status Protection Act (CSPA) was enacted to address the problem of minor children losing their eligibility for immigration benefits because they had aged-out or turned 21 years old as a result of processing delays on the part of the USCIS or the State Department. In some cases, the eligibility of an applicant for benefits under the CSPA may be determined only at the time a visa application is adjudicated by a consular officer. For further information about the CSPA and how it may apply to your case, you may visit the Embassy's web site at <http://trinidad.usembassy.gov>.
- Children, who intend to immigrate with you to the United States, or to join you in the United States at a later date, **must** be unmarried and under the age of 21 at the time they enter the United States. If any of your children will turn 21 within the next 60 days, please notify us immediately at [ptsiv@state.gov](mailto:ptsiv@state.gov). Failure to notify the U.S. Embassy that you have a child who will turn 21 could result in that child being above the legal age at the time your visa is issued. You will be required to file a separate petition for your child after you immigrate, and your son or daughter will face a waiting period before he or she will be eligible for visa processing.
- Employment based IV petitions such as healthcare workers must submit the original and one (1) copy of their VisaScreen certificate issued by the International Commission on Healthcare Professions.
- When writing the Immigrant Visa unit, please include your PTS case number, name of petitioner, and name of the principal applicant in your correspondence.

#### IV. DAY OF YOUR INTERVIEW

- Arrive no earlier than fifteen (15) minutes prior to your scheduled interview. Greeters will meet you outside the Embassy and direct you where to wait. Please let the greeters know you have an immigrant visa appointment. On the day of your interview, you can expect the following steps:
  - Security screening to enter the U.S. Embassy, Marli Street entrance.
  - Check in at the reception desk in the consular waiting room.
  - Pre-screening and fingerprinting – document collection, verification of fee payment, data-entry, and information gathering.
  - Interview with the consular officer, including fingerprint verification.
  - If applicable, notification of your next steps to complete your case.
  - If the immigrant visa is approved, the documents will be returned by courier to the address you registered at <https://ais.usvisa-info.com> - Failure to register an address will delay the return of your visa and passport. Delivery is free of charge.
  - A fully-prepared case with all needed documents moves through the immigrant visa process most quickly.
- For the safety and security of all applicants and employees, visa applicants are not permitted to bring cell phones or other electronic devices inside the Embassy. Applicants who bring such devices will be denied entry. Make arrangements to leave your electronic equipment in a safe location off Embassy grounds during your interview appointment.
- Embassy personnel will do their best to process your visa application as quickly as possible on the day of your visa interview. Nevertheless, the process usually takes several hours. You may have to spend most of the morning at the Embassy before a decision is reached regarding your

application. If unexpected complications arise, you may be asked to return to the Embassy at another time.

- If you fail to keep your appointment or notify this office, your application and any immigrant petition approved on your behalf will be canceled one year after your scheduled appointment.
- Our customer service pledge to you: The U.S. Embassy in Port of Spain is committed to providing courteous and efficient service to all of our customers.
  - We will treat everyone with respect.
  - We understand this may be your first time seeking a consular service and may be nervous.
  - We will courteously explain the outcome of your interview to you.
  - We welcome feedback on how we can improve.

## **V. AFTER YOUR INTERVIEW**

- No assurance can be given that your immigrant visa will be issued. Do not finalize arrangements for travel to the United States, dispose of properties, or resign from your job until a visa has been issued and delivered to you. Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.
- Please note the date of expiry of your immigrant visa. An immigrant visa is valid for no more than six months, which means you must enter the United States prior to the expiration of your immigrant visa. If you do not enter the United States within the validity period, it will expire. Immigrant visas cannot be extended. If your visa expires, you must repay the processing fees to be issued a new immigrant visa.
- If approved, you should expect the following:
  - Processing and delivery of passports and visas takes approximately two (2) weeks.
  - Your visa package will include instructions on how to pay the U.S. Citizenship and Immigration Services Immigrant Fee. This fee must be paid after receiving your passport and visa but before you travel to the United States. For more details visit: [www.uscis.gov/forms/uscis-immigrant-fee](http://www.uscis.gov/forms/uscis-immigrant-fee)
  - Please do not open the envelope marked “do not open.”
  - Please see [www.welcometousa.gov](http://www.welcometousa.gov) for information for new immigrants.